

**BWVC Regular Meeting
7:30 PM at the BWVC
Monday, September 16, 2019**

Attendance: Maria Burslem, Pam Cohen, Denis O'Regan, Shari Phalen, Toby Ridings, Debbi Sheiker, Larry Strange, Mary Young.

Guests: Dave Claney, Bernadette Donahue, Elyse & Frank Vincent

Proposed Agenda: Reviewed and approved.

Minutes: August minutes accepted.

The meeting began with Frank and Elyse Vincent, who have coordinated the Coffee House programming for over 20 years, bringing recommendations to the committee for the Coffee House season of 2019. Their recommendations are:

- Charge a \$5/adult admission; \$1 student/children
 - Anyone bringing a baked good gets in free
 - Randy will watch the door; a hand stamp will be used as admission is paid
- Tinsley will handle refreshments and these will be charged at \$2/plate and \$1/drinks
- Popcorn will be free
- Tables and chairs will be set up in Room 3 to chat and see the latest art display
- Ken Reynolds, musician, will do the sound
- It will continue to be BYOB
- A hat will continue to be passed for the band
- If the committee approves these recommendations, there will be signs posted on the tables at the Coffee House, Facebook Pages, Ardenistas, Arden Page, etc., to educate the public on these changes.

Denis raised a concern about the legality of having a non-committee member collect fees. He will research this issue. Pam Cohen indicated she would be willing to stay until 10pm to collect fees, as needed.

Larry Strange asked whether the funds collected for admissions would go into the operating or renovation fund?

This item will be added to next month's agenda to review how the first Coffee House went and discuss legal issues as well as where the funds will be used.

Building Managers Report: *Pam to provide building manager's report. Here is a brief recap of items discussed:*

- For 'Ad Hoc' committee meeting requests, the sponsoring committee member's name needs to be added to the website so that it is understood who is sponsoring/approving the meeting.
- Is a fire pit allowed on the grounds? There is actually a form on the Arden Village website with a permit form. A renter can complete this form and there is a \$100 fee.
- Operating issues – outdoor lighting at the basketball court and one front door light are not working. Pam will determine course of action to correct.

- Internet issues – Pam reported internet issues.
 - Larry recommended having them replace the router.
 - The committee also approved the purchase of Google WiFi AC1200 Dual-Band Mesh Wi-Fi System (3 pack) for \$259. This will address hot spots in the Buzz.
- Pam also requested permission to purchase business cards. This request was approved.

Art Loop at Arden: Bernadette Donohue provided an agenda and updates on proposed artists requesting April 2020 shows.

- The committee reviewed the pictures and information provided. It was felt that Shay's work may not be appropriate for this venue. Nathan would need to have his work framed. Bernadette will reach out to both artists with this feedback.
- It was proposed that Alan Burslem become a permanent February Artist. However, there is a policy in place that an artist can only show every other year.

Chairpersons Report: *Here is a brief recap of items discussed:*

- With regard to the roof leak, this is still an issue that will be addressed.
- BWVC Storage – Denis and Mary will meet to review the space, requirements and Denis's previous plans for storage renovation.
- The A/C units need to be cleaned regularly. There may be mold developing. Committee members have reported respiratory issues. The committee has directed Pam to proceed with addressing this issue.
 - Refrigerant charges on all units should be done this fall since this equipment will no longer be manufactured in the future.
 - All units to be cleaned and re-charged and should be cleaned every 3 years going forward. Pam will address.
- Defibrillator - no new information or updates at this time.

Program Report: *See attached program report from Toby. Here is a brief recap of items discussed:*

- \$8600 was collected through PPP, which is a record!
 - 34 vendors (also a record)
 - 1310 guests
 - \$190 raffle income
 - 5 rental inquiries as a result of the fair
 - Dave Claney was indispensable – many thanks, Dave!
 - There was an electrical issues and it is noted that better light is needed in the breaker closet
 - There will be a volunteer happy hour on 10/3 to thank all of the volunteers
- Marmoleum is proposed as a new flooring material to address the deteriorating floor tile.
 - Mary passed around some samples. It is a very ecological product and can be installed in a glueless floating application, hopefully right over the existing tile
 - Mary will determine how much is needed and get estimates on materials costs

Old Business

- The committee reviewed procedures documentation to include in SOP's. Members are encouraged to continue to add items.

New Business

- The civic committee needs to use our water for plantings. Pam to coordinate this process.
- Maria provided an update on the 9' x 7' Johanna Shroder rug. The owner is willing to give it away to the BWVC. Shipping costs and the packaging process will need to be identified.
 - As a postscript to this, the owner delivered the rug personally and it is beautiful. An amazing gift to the BWVC!

Motion to adjourn 9:47 PM.

Respectfully,

Mary Young, BWVC Secretary

Buzz Manager's Report September 15, 2019

Tours are picking up again! 5 tours this past week. 2 from the PPP event at the Fair. One decided against us due to price. All others booked.

Community Meetings/Events:

Ad Hoc Sub Committee for Community Planning-Counting Survey Ballots - *cannot use office.*

Special S and M Guest on 10.24.19

A B and L meeting date change

Laughter Yoga Club-To be discussed

Georgist-Special Guest Speaker Nov 17, 2019

David Woodside -Head of Democratic Committee in New Castle County is having a meeting at Buzz. *(rental)*

Ray Siegfried is having a campaign fundraising event. *(rental)*

Discussions:

Shay Seaborne wants to start a Laughter Yoga Club on Tuesdays in the evening.

When does ACRA start in 2020? Inquiry for a wedding at the Buzz for June 27 but will choose June 20?

Do we allow a Fire Pit for a celebration of life event? Told her thought no but want to clarify Kudos to all for hard work at the Buzz for PPP event. Especially to David Claney who was there many hours a day from Tuesday-Monday setting up and cleaning up. Thank you David!

Operating issues- The basketball court light on timer is not going on as well as outdoor lighting where the receptacle is not functioning correctly. Electrician?

We have discussed many times the toilets and issues with them at the Buzz. It seems like we made it through the Fair without any problems. Willie Nobles from Nobles Mechanical came in 3 times with various solutions. He replaced the for the automatic flush and then took the toilet apart and used a 50 ft snake down along with other possible solutions. He had a time frame to finish before the Fair and came through for the Buzz! He also fixed the air conditioner in Room 4. Total cost was approximately \$1300. It was suggested by Denis that we use some root killer in the clean out.

Redi Fresh has been cleared up by David Michelson. Sent the invoices to Montessori School. Delivery is set for Tuesday 9.16.19. We do have to call and get a new water cooler. Only does room temp for water.

The internet is out again. David checked the inside for possible problems but nothing changed. I will call Comcast once again. Clay Ridings came up with another solution to have a stronger internet. Don't know all the details but he said it is approximately \$130 and will help for the future.

Solar Reading: 31246 on 9.10.19

Marketing: Ordering business cards for myself. Pretty inexpensive if anyone else would like some. 100/\$40

Thank you for the opportunity to present this report.

Regards

Pam Cohen

9/17/19

BWVC PROGRAM REPORT BETWEEN: 8/19/19 – 9/17/19

Friday Night Programming:

Coffee House- On break till October. Frank and Elise wish to speak with Pam Cohen, Building manager concerning the new Coffee house season.

Art Loop Arden- On Break till October. Soliciting for Artists for the December holiday group show has begun. Several applications and checks received.

On going monthly programming:

Mobility Class – Cecilia Vore, organizer, Tues. and Thursdays 2-3PM BWVC. Rm 1. Guest host to speak about balance and avoiding injury.

Art studio at the Buzz – Jeanne Orr, organizer. Monday nights. 7-9PM. Has become more popular and better attended.

Yoga – with Barb McAnany , 8:30 AM on Saturday mornings.

Arden Bookies- Community book club. First Monday.

Interior Mural: Linda is looking into purchasing the mounting boards. Denis will need to have the frame ready because we won't have anywhere to store the large boards. Update attached. Denis will present a proposal for the carpentry.

PPP Fundraiser, August 31, 2019: I am delighted to report that this year's PPP Holistic Market Place at the Arden Fair AKA *(the one and only BWVC fundraiser)* earned a record setting \$8600.00. This represents the gross income, as I am still tallying the expenses, which should not exceed \$600.00. We hosted a record 34 vendors and 1310 guests. The sub-committee convened for a wrap-up on 9/12/19. Debbi Sheiker organizes the raffle that earned \$190.00. Her input is very important not only to collect all the generous items and prepare the basket but also as "the sweep" she is corresponding with the vendors just days before the event and answering any last minute questions especially for first timers. Shari Phalan organizes the pre-fair stagers/decorators. This is a real community-building event, shari brings a unique group of people together for 2 days to serve and show off the Buzz in her best light. This was Pam Cohen's first year on the sub-committee and as building manager. She purchased food for the hospitality center and keep it looking fresh all day. She used her connections at Dunkin for free donuts and bagels. She also co-ordinates the facilities staff, even Patrick Barry joined forces to help stage the Buzz. Pam reported they she received 5 rental inquiries as a result of the fair. Dave Claney seemed to be on hand 24/7 to meet our every need. His ability to work with the volunteers and the vendors is extremely helpful, his presence on fair day indispensable. There was an electrical outage that was resolved when Clay took a flash light into the closet after both he and Dave could not initially see which breaker had popped. A better light is needed in the closet to be able to detect problems. I want to acknowledge Clay for pushing to re-instate the \$2.00 entry donation. I did not personally hear of any complaints. Clay also organizes the wizard brigade. Clay and I came up with the idea

of the bamboo arch after touring Longwood gardens for inspiration. Dave Jones and Clay spent a solid half a day installing it. It was and continues to be well received. Dave Jones assisted me with mail-chimp campaigns and other email & print correspondence. Randy Hoopes, who has served on this committee for the last 14 years once again provided the 20 volunteers needed on fair day. Most of them are his friends and family members. In addition there were several new volunteers from our friends of the Buzz list. We provided briefings for them all before hand. The sub-committee wishes to move forward with he Volunteer appreciation happy hour on October 3rd. This event requires much volunteer effort from many to make it the success that it is.

I suggest these earnings to be earmarked for the new hallway flooring and storage updates.

Respectfully submitted,
Toby Ridings